

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 10-149

OPEN TO: All Interested Candidates

OPENING DATE: May 10, 2010

POSITION: **Chauffeur (Security)**, FSN-4, FP-AA*

CLOSING DATE: May 23, 2010

POSITION NO: N-52750

WORK HOURS: Full-time; 48 hours/week

*Not-Ordinarily Resident: US\$ 24,156 p.a. (Starting salary)

(Position Grade: FP-AA to be confirmed by Washington)

*Ordinarily Resident: Rs.428,545 p.a. (Starting salary)

(Position Grade: FSN-4, Trainee Grade FSN-3 will be given until meeting full requirements of the position description)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Chauffeur (Security) in the Motor Pool Section.

BASIC FUNCTION OF POSITION:

The incumbent drives fully armored and non-armored motor pool vehicles for State Department personnel and personnel of participating agencies as required by the Motor Pool Supervisor or Dispatcher. Special training is required and performance is frequently and critically monitored. Successful completion of the special training is a condition of continued employment.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of at least 8th grade is required.

2. EXPERIENCE: Two years of experience as a Chauffeur or a driver is required. An accident-free driving record dating back at least three (3) years is required.

3. LANGUAGE: Level III (good working knowledge) in English and Urdu are required.

4. KNOWLEDGE: Thorough familiarity with Karachi streets, traffic regulations and local traffic patterns required as well as a general familiarity with routes throughout Sindh and Balochistan is required.

5. ABILITIES & SKILLS: Must possess a valid HTV Pakistani driver's license for passenger vehicles and light and heavy weight truck vehicles. Must pass initial and recurrent training classes in techniques used in driving in a high security threat environment.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any training which incurs a cost to the U.S. Government (Mission-funded or Washington-funded) at his/her present position are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.

TO APPLY:

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff or Family Member) on the following address or email at HROIslamabad@state.gov. To see all open advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

SUBMIT DS-174 TO

Human Resources Office
U.S. Embassy Islamabad
P.O. Box 1048, GPO
Islamabad

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 23, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.